

13 December 1962

MEMORANDUM FOR: Office of Deputy Director (Support)

ATTENTION :

[REDACTED]

SUBJECT : Courier Information

The following information is submitted pursuant to your recent memorandum:

a. Scheduled runs - T/S clearance required.

- (1) [REDACTED] courier run #1 - Leave GC-11 0800, return 0930. Two couriers. Special handling required.
- (2) OTR courier run #1 - Leave GC-11 0930, return 1010. Mail stops GD-5309, GD-5321, GD-6510, GD-18, GC-03, 1A-35, 1D-0023, 1D-0011, 1D-0009, 1D-0410, 1D-0420, 1D-0418, 1D-1617, 1D-1614, 1D-1605. One courier.
- (3) OTR courier run #2 - Leave GC-11 1115, return 1145. Mail stops and manpower as indicated in (2).
- (4) OTR courier run #3 - Leave GC-11 1315, return 1345. Mail stops and manpower as indicated in (2).
- (5) OTR courier run #4 - Leave GC-11 1430, return 1500. Mail stops and manpower as indicated in (2).
- (6) [REDACTED] courier run #2 - Leave GC-11 1530, return 1630 to Headquarters Building. Leave Headquarters Building 1630 and return vehicles to [REDACTED]. Manpower and clearance same as indicated in [REDACTED] courier run #1.

b. Non-scheduled service, 3 - 7 December 1962 - T/S clearance required.

- (1) Special from South Building to Headquarters Building, for [REDACTED] personnel salary checks. (Bi-monthly) One courier.

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- (2) Specials from  Sensitive material to be hand-carried to Commercial Staff. (Average three trips per week). Two couriers.
- (3) Specials from Headquarters Building to National War College, Pentagon and State Department. (Average three trips per week) Two couriers.
- c. No changes or eliminations in runs planned when pneumatic tube and conveyor systems are in operation.

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